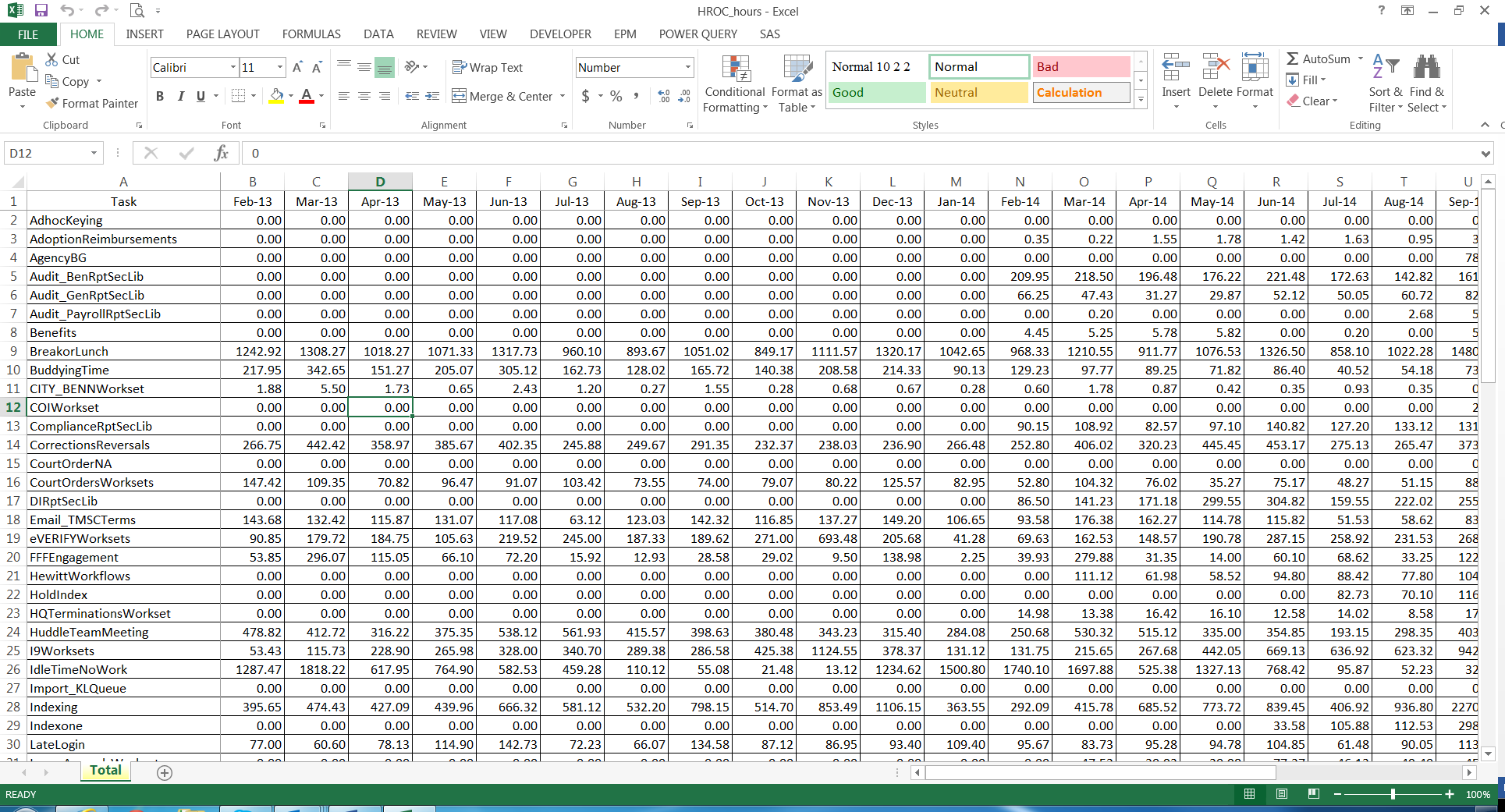
**Instructions for data input**

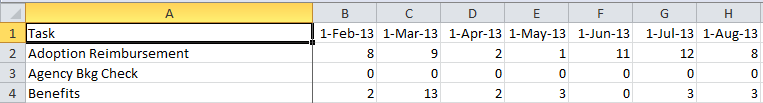
**Data format-**

Format of excel file-

* Actuals data loaded into SAS must be named in the following format (case sensitive)- HROC\_hours.xlsx, HROC\_volume.xlsx, HROC\_mbv.xlsx, HROC\_mytime.xlsx (For hours, volume, mail bucket volume and my time respectively).
* Hours, Volume, Mail Bucket Volume and myTime actuals data must be loaded in separate Excel Files (i.e. they can’t be loaded in 1 Excel file in separate tabs)
* Rename the data tab in Excel to “Total”

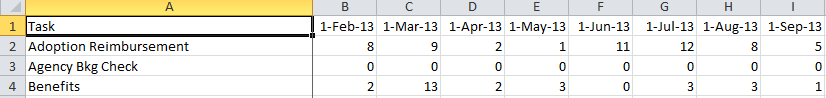


* Format of data- Update row 1 of the workbook to the format of the screenshot below. This includes the ‘Task’ label in column A1 and the dates in the same format ( Data for February of 2013 should be under the date format of “1-Feb-13”)

*Sample data uploaded. Notice the ‘Task’ label and the format of the dates.*  


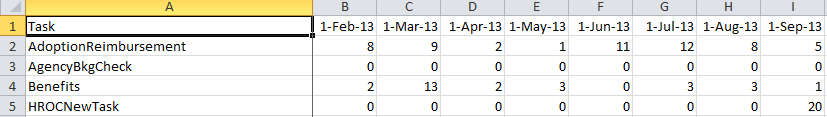
* Updating a new month’s data can be done by adding a new column to the right of the existing data. Make sure that the new month’s date format is as stated above.

*Suppose in the given picture, we want to update a new month of data. We’d do that by adding a column of data to its right. Here that would be in the column ‘I’.*

*Notice that we’ve maintained the consistency in the data format.*

* Naming of tasks/worksets
  + There should be no whitespaces or blanks between words in a name
  + There should be no special characters or numbers in the name (eg-“ \” ,“-“, “&”,”\*”)
  + The task names should be as short as possible. (The maximum word length is 20 characters)
  + Use mapping files wherever possible to ensure workset names are consistent from month to month
  + Combine similar tasks into one line based on mapping files
  + Examples of naming conventions-
    - Rehire & Reinstate should instead be written as RehireReinstate to avoid ‘&’.
    - Team Member Documentation Request should instead be writted as say, TMDocRequest to meet the word length criteria
* Task names should be unique. (There shouldn’t be 2 tasks with the same name)
* Adding a new task- This can be done by appending the new task to the bottom of the existing data table and filling in the quantities/values of that task for the corresponding date labels. If the new task was not there for a month, then the value for that task should be set to 0 for that month.

*For example if we want to add a new task called “HROC new task” which started for the month of Sep 2013 and had a value of say, 20. – We first rename it “HROCnewtask” and then append it to the bottom of the table.*



*Notice that even though “HROC new task” started only in the Sep 2013, we still update all other dates with 0.*

**Instructions for transferring files into the SAS server**

*Steps 1-3 only need to be completed one time per TM*

1. Request WRITE access to SAS server(Appendix A)
2. Go to Software Catalog
3. Search for “FileZilla”. Hit Install
4. Open the app and enter the below details

Host: sasconsole.target.com

Username: *windows login ID (i.e. your Z ID)*

Password: *windows login password*

Port: 22

1. Hit - Quickconnect button

Enter this path in Remote Site: /apps/sas/HR/Public/HROC\_Tool/

Drag and put an excel file from your local site: C:\Users\*Zid*\Desktop\ to the Remote site /apps/sas/HR/Public/HROC\_Tool/

Did it work? (Check the status to see the success message)

**Instructions for running the model**

1. Access the SAS tool [Link](http://saslx1007.hq.target.com:7980/SASStoredProcess/do?_action=form,properties,execute,newwindow&_program=%2Ftgt_sas%2Ftgt%2FHROC_FRCST)
2. Log in using your LAN ID and Password
3. Select which forecast you want generated
4. Enter the recipient’s e-mail ID

Reach out to [TargetIndia-HRAnalytics@target.com](mailto:TargetIndia-HRAnalytics@target.com) for questions or help!

APPENDIX

1. To get access to SAS server(required for successful FileZilla Login)

Request Center: Request ID 1252951 (model request ID; Alex and Dan)

* SAS - Citrix Clients - Enterprise Guide : WTS-SAS92-Eguide (Active Directory)
* SAS - Citrix Access : WTS-SAS (Active Directory)
* SAS - HR - Group hr\_grp : hr\_grp (Active Directory)
* SAS - Group tgt\_sas : tgt\_sas (Active Directory)
* SAS - Citrix Client - Office Add-In : WTS-SAS92-Office-Add-In (Active Directory)
* SAS - HR - Group hr : hr (Active Directory)
* SAS - Citrix Access : WTS-SAS (Active Directory)
* SAS - HR Web Report Authors : hr\_web (Active Directory)
* SAS - HR : hr (Centrify)